

LETTER OF INSTRUCTION

NUMBER: 04-3

Compensation For Non-Scheduled Weekend Snow Removal

1. UDOT employees called out to remove snow on the weekends will receive a 50% (Time and A Half) weekend differential for the hours worked on Saturday and Sunday.
2. While removing snow on Saturday and Sunday employees will not receive any other supplements to pay, such as Shift Differential Pay.
3. UDOT will not pay for Snow Removal Crews to be on call.
4. Employees will still be sent home after working 40 hours for the week (starting at midnight on Friday), if not needed for snow removal or other emergency work. (Anything over 40 hr for the week will still be considered over time and paid at time and a half)
5. Hours worked beyond 40 hours/week must be approved by; the Station Supervisor, for continued snow removal activities and the Region Operations/District Engineer, for other emergency work.
6. Regions and Central Maintenance will monitor overtime hours to ensure they are limited to emergency situations or continued snow removal and will report monthly during winter operations.
7. Central Maintenance will provide a monthly report to help the Regions track and better manage overtime use.
8. This program will be implemented on a trial bases.

Overtime Management:

Central Maintenance and the District/Operations Engineers have reviewed the overtime worked during this past snow season. It is the consensus of this group that they can better manage these hours with a resulting savings that will more than cover the additional cost of paying a weekend differential.